

# TCS FRESHER'S COMPLETE GUIDE

Your End-to-End Handbook for Pre-Joining,  
Onboarding, Training & Life at TCS

Prepared for: TCS Fresher Onboarding Chatbot (RAG Dataset)

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## CHAPTER 1: ABOUT TCS – COMPANY OVERVIEW

### 1.1 Company At a Glance

Tata Consultancy Services (TCS) is an Indian multinational information technology (IT) services and consulting company headquartered in Mumbai, Maharashtra, India. It is a subsidiary of the Tata Group, one of India's largest conglomerates. Founded in 1968 by Faquir Chand Kohli, TCS has grown to become one of the largest IT companies in the world by market capitalization and is a Fortune 500 company.

TCS operates in over 55 countries and has more than 600,000 employees worldwide, making it one of the largest employers in the private sector globally. The company serves clients across various industries including banking and financial services, healthcare, retail, manufacturing, telecom, energy, and government.

Parameter	Details
<b>Founded</b>	1968
<b>Headquarters</b>	Mumbai, Maharashtra, India
<b>Parent Organization</b>	Tata Group
<b>CEO (2024)</b>	K Krithivasan
<b>Employees</b>	600,000+
<b>Countries of Operation</b>	55+
<b>Annual Revenue</b>	\$29 Billion+ (FY2024)
<b>BSE/NSE Listed</b>	Yes – TCS.NS / TCS.BO
<b>Delivery Centers (India)</b>	300+
<b>Global Clients</b>	1,200+

### 1.2 TCS Vision, Mission & Values

**Vision:** To be a global top 10 technology company and the most admired employer and partner of choice.

**Mission:** To help customers achieve their business objectives by providing innovative, best-in-class consulting, IT solutions and services. To make it a joy for all stakeholders to work with us.

#### Core Values (ICARE):

- Integrity – Act with the highest ethical standards
- Commitment – Honor all commitments we make to our customers and colleagues
- Accountability – Be responsible for every action and decision
- Respect – Treat every individual with dignity
- Excellence – Deliver high quality results consistently

### 1.3 Key Business Units & Divisions

TCS organizes its service portfolio into several practice areas and business units to serve diverse client needs:

Business Unit	Description
<b>IT Services</b>	Core software development, maintenance, and consulting services across various domains.
<b>BPS (Business Process Services)</b>	End business process outsourcing covering finance, HR, supply chain, and customer operations.
<b>Consulting</b>	Strategic advisory, digital transformation, and enterprise architecture services.
<b>Engineering &amp; Industrial Services</b>	Design, engineering, embedded systems, and manufacturing support.
<b>Cognitive Business Operations</b>	Automation and intelligent operations.
<b>TCS Interactive</b>	Digital marketing, CX design, and omni-channel solutions.
<b>TCS iON</b>	Technology and service provider for assessments, education, and SMBs.
<b>Quartz (Blockchain)</b>	Blockchain-based products for banking and financial markets.

## CHAPTER 2: PRE-JOINING PROCESS

### 2.1 From Offer Letter to Joining Date – The Journey

After receiving your offer letter from TCS, there is a structured pre-joining process you must complete before your actual joining date. This process involves registration on the iBegin portal, document submission, background verification, and medical tests. Understanding this process clearly will help you avoid last-minute surprises.

### 2.2 Step-by-Step Pre-Joining Checklist

<b>Step 1</b>	<b>Receive Offer Letter</b> You will receive a digitally signed offer letter via email from TCS HR. Read it carefully. It contains your designation, location, CTC, joining date, and reporting instructions.
<b>Step 2</b>	<b>Register on iBegin Portal</b> Visit <a href="http://ibegin.tcs.com">ibegin.tcs.com</a> and register using your offer letter details. This portal is your central hub for all pre-joining activities including document upload, status tracking, and communication.
<b>Step 3</b>	<b>Fill Registration Form</b> Complete the online registration form in iBegin. You will need to enter personal details, educational qualifications, work experience (if any), and nominee/emergency contact details.
<b>Step 4</b>	<b>Upload Documents</b> Upload scanned copies of all required documents (see Chapter 3). Ensure documents are clear, legible, and in the required format (PDF/JPEG).
<b>Step 5</b>	<b>Schedule Medical Test</b> TCS will direct you to empanelled hospitals or medical centers for a pre-employment medical examination. This is mandatory for all freshers.
<b>Step 6</b>	<b>Background Verification (BGV)</b> TCS partners with third-party agencies (like AuthBridge or KPMG) to verify your academic credentials, identity, and address. Ensure all information provided is accurate.
<b>Step 7</b>	<b>Track Joining Status</b> Monitor your iBegin portal regularly for updates, emails from HR, and any additional document requests. Respond promptly to any clarifications requested.
<b>Step 8</b>	<b>Await Joining Date Confirmation</b> Your official joining date will be communicated via email and updated on iBegin. Do not resign from any previous employment until you receive this confirmation.

## 2.3 iBegin Portal – Key Features

- Registration and profile completion
- Document upload and status tracking
- Joining date and location information
- Medical test scheduling
- BGV status updates
- Communication from TCS HR
- Pre-joining training modules access
- Offer letter and appointment letter download

## 2.4 Common Issues on iBegin & How to Resolve Them

### ■ Issue: Cannot login to iBegin

✓ Resolution: Ensure you are using the correct Application ID and date of birth. Clear browser cache or try a different browser. Use Chrome or Firefox for best compatibility.

### ■ Issue: Document upload failing

✓ Resolution: Check file size (usually max 2MB per document), file format (PDF/JPEG), and file name (avoid special characters). Ensure a stable internet connection.

### ■ Issue: Wrong information entered

✓ Resolution: Some fields can be edited before submission. Contact TCS HR helpdesk (NextStep support) if you need to change critical information post-submission.

### ■ Issue: Joining date not visible

✓ Resolution: The joining date may not be confirmed yet. Wait for an official email. Do not contact HR repeatedly; allow 5-7 working days for updates.

### ■ Issue: BGV query raised

✓ Resolution: You will receive an email with specific details about the discrepancy. Respond promptly with supporting documents. Honest communication is key.

## CHAPTER 3: DOCUMENTS & VERIFICATION

### 3.1 Mandatory Documents – Educational

Document	Format Required	Status
10th Marksheets	Original + Photocopy	Required
12th Marksheets	Original + Photocopy	Required
All Semester Marksheets	Originals + Photocopies	Required
Degree/Provisional Certificate	Original + Photocopy	Required
Transfer Certificate (TC)	Original	Required (if applicable)
Course Completion Certificate	Original	For diploma holders
Gap Certificate / Affidavit	Self-attested + Notarized	If gap > 1 year between education

### 3.2 Identity & Address Proof Documents

- Aadhaar Card (Mandatory – both sides copy)
- PAN Card (Mandatory – needed for salary processing)
- Passport (if available – useful for international projects)
- Voter ID Card
- Driving License
- Bank Account Details: Account number, IFSC, cancelled cheque or passbook copy
- Passport-sized photographs (6-10 copies; white background)
- Class X certificate as proof of Date of Birth

### 3.3 Background Verification (BGV) Process

Background Verification is a critical step in the TCS joining process. TCS uses empanelled BGV agencies to verify the authenticity of all information provided by the candidate. The verification typically covers education, employment history (if any), identity, and address.

#### BGV Stages:

**Education Verification:** University/college transcripts and certificates are verified directly with the issuing institution.

**Identity Verification:** Government-issued ID documents are verified against national databases.

**Address Verification:** Current and permanent address proof is verified, sometimes with physical field verification.

**Criminal Record Check:** Criminal background check is conducted as per applicable laws.

**Reference Check:** Professional references may be contacted (especially for lateral hires).

**IMPORTANT: Any discrepancy found during BGV – even a minor one – can lead to offer revocation or termination after joining. Always provide 100% accurate information. If you have a genuine discrepancy (e.g., name spelling difference), explain proactively.**

### 3.4 Medical Examination

TCS requires all freshers to undergo a pre-employment medical examination at empanelled hospitals. The examination typically includes:

- Blood group determination
- Complete blood count (CBC)
- Blood pressure and pulse rate
- Vision test (near and distant vision)
- Height and weight measurement
- Urine analysis
- Chest X-ray (in some cases)
- Blood sugar (fasting and random)

You will be sent details of the empanelled hospital nearest to you. Carry your offer letter and a valid photo ID to the medical center. The cost is borne by TCS.

## CHAPTER 4: iBegin & iEvolve PORTALS

### 4.1 Understanding iBegin

iBegin ([ibegin.tcs.com](http://ibegin.tcs.com)) is TCS's pre-joining portal for new hires. It is your primary interface with TCS HR before your actual joining date. Think of it as your 'pre-employment workspace' where all joining formalities are managed digitally.

#### Key Sections in iBegin:

**Dashboard:** Overview of your joining status, pending tasks, and important announcements.

**Profile:** Personal information, educational details, work experience, and nominee information.

**Documents:** Upload, view, and track the status of your submitted documents.

**BGV Status:** Real-time status of your background verification across all components.

**Medical:** Schedule and track your pre-employment medical examination.

**Joining Details:** Your confirmed joining date, reporting location, and day-1 instructions.

**Downloads:** Access your offer letter, appointment letter, and other joining documents.

**Helpdesk:** Raise tickets for any issues or queries related to your joining process.

**Pre-Joining Learning:** Access preparatory courses assigned to you before joining.

### 4.2 Understanding iEvolve (Post Joining)

iEvolve ([ievolve.tcs.com](http://ievolve.tcs.com)) is TCS's Learning Management System (LMS) used extensively after you join TCS. During ILP and throughout your career at TCS, iEvolve will be your go-to platform for completing training courses, taking assessments, and earning certifications.

#### Key Features of iEvolve:

- Access to all mandatory and optional training courses
- Self-paced e-learning modules across 500+ technology domains
- Classroom training schedules and registrations
- Assessment and certification tracking
- Learning paths based on your role and technology stack
- Competency-based learning recommendations
- Course completion certificates and badges
- Performance tracking and learning dashboards
- Integration with TCS internal project allocation systems
- Access to external certifications (AWS, Azure, Google Cloud, etc.)

### 4.3 Tips for Using These Portals Effectively

- ★ Always keep your iBegin credentials safe – you will need them even after joining for reference.

- ★ Check your registered email daily for communications from TCS HR. Check spam/junk folders too.
- ★ Complete all assigned pre-joining courses on iEvolve before your joining date – it gives you a head start.
- ★ If you forget your iBegin password, use the 'Forgot Password' option using your registered mobile number.
- ★ Maintain consistent name spelling across all documents as entered in iBegin.
- ★ Do not share your portal credentials with anyone including other candidates.

## CHAPTER 5: JOINING DAY – WHAT TO EXPECT

### 5.1 Before You Leave Home on Day 1

Your first day at TCS can be exciting and a little overwhelming. Being well-prepared will help you make the right first impression and navigate the day smoothly.

#### Documents to Carry (MANDATORY):

- All original educational certificates and one set of photocopies
- Original Aadhaar Card + PAN Card + 2 photocopies of each
- Offer letter printout (or PDF on phone as backup)
- 6-10 passport-sized photographs (white background)
- Bank passbook or cancelled cheque
- Any other documents specifically mentioned in your joining communication
- Medical fitness certificate (if already provided to you)
- Laptop (if instructed to bring your own in the joining communication)

### 5.2 Reporting Location & Timing

Your reporting location and time will be specified in your joining communication email and on the iBegin portal. TCS has offices across India including major hubs like Chennai, Hyderabad, Bengaluru, Pune, Mumbai, Kolkata, Noida, and Ahmedabad. The typical reporting time for freshers is 8:00 AM to 9:00 AM.

If your joining location is unfamiliar, research the route the day before. Plan to arrive 15-20 minutes early. Carry sufficient cash and keep your phone charged for navigation.

### 5.3 What Happens on Day 1

<b>Registration &amp; Security Badge</b>	You will be directed to the HR registration desk. Your identity will be verified and you will receive a visitor/temporary badge.
<b>Document Collection</b>	HR representatives will collect and verify your original documents. Originals will be returned; photocopies will be retained.
<b>Induction Session</b>	A formal welcome and orientation session covering TCS's history, values, policies, and expectations from freshers.
<b>ID Card &amp; Systems Access</b>	You will be assigned your employee ID (E-number), corporate email ID, and initial system access credentials.
<b>HR Policy Briefing</b>	Overview of HR policies including leave policy, travel policy, code of conduct, and grievance redressal.

<b>ILP Briefing</b>	Introduction to the Initial Learning Program – your primary training journey for the next few months.
<b>Allocation to Batches</b>	You will be assigned to a specific ILP batch based on your educational background and preferred technology stream.
<b>Team Introduction</b>	Meeting your ILP buddy, mentor, and immediate team/batch members.

## 5.4 Dress Code for Day 1 and Beyond

TCS follows a professional dress code. On Day 1 and during ILP training, formal or business casual attire is expected. The following guidelines apply:

- Men: Formal trousers, formal shirt (tucked in), leather shoes. Avoid jeans, t-shirts, or sports shoes.
- Women: Formal western (trousers/blazer) or Indian wear (salwar kameez/saree). Avoid revealing or overly casual clothing.
- After ILP, the dress code may vary by account/project. Some accounts allow business casual (smart jeans + formal shirt).
- ID card must be worn visibly at all times within TCS premises.
- Some delivery centers have even stricter dress codes – follow your account-specific guidelines.

## CHAPTER 6: ILP – INITIAL LEARNING PROGRAM

### 6.1 What is ILP?

The Initial Learning Program (ILP) is TCS's flagship training program for all freshers. It is a structured, comprehensive training program designed to transform fresh graduates into industry-ready IT professionals. ILP typically lasts 90 to 120 days (3-4 months) and is conducted at TCS's dedicated training centers across India.

ILP is considered one of the best corporate training programs in the IT industry. It covers a blend of foundational IT concepts, programming skills, domain knowledge, soft skills, and project simulations. Completion of ILP is mandatory for all freshers and your performance during ILP significantly influences your first project allocation.

### 6.2 ILP Training Centers

Training Center	Notes
Thiruvananthapuram (TVM)	One of the largest TCS training facilities; accommodates thousands of trainees simultaneously.
Chennai	Major training hub with residential and non-residential batches.
Hyderabad	TCS Synergy Park campus hosts large ILP batches.
Bengaluru	Multiple campuses including Manyata Tech Park.
Pune	Hinjewadi campus; both training and delivery center.
Mumbai	TCS House and Andheri campus for local batches.
Kolkata	Salt Lake and Rajarhat campuses.
Bhubaneswar	Dedicated training facility in Patia, Bhubaneswar.
Ahmedabad	Gift City and local campuses.

### 6.3 ILP Structure & Timeline

<b>Phase 1 (Weeks 1-2)</b>	<b>Orientation &amp; Foundation</b>	Company overview, TCS culture, UNIX/Linux basics, computer fundamentals, and soft skills orientation.
<b>Phase 2 (Weeks 3-6)</b>	<b>Core Programming</b>	Intensive training in core programming languages: Java or .NET or Python (based on track). Data structures, algorithms, OOPS concepts.
<b>Phase 3 (Weeks 7-9)</b>	<b>Database &amp; Web Technologies</b>	SQL, PL/SQL, database design, HTML/CSS, JavaScript basics, REST APIs.
<b>Phase 4 (Weeks 10-12)</b>	<b>Domain &amp; Advanced Topics</b>	Agile/Scrum methodology, cloud basics, version control (Git), testing fundamentals, security basics.

<b>Phase 5 (Weeks 13-16)</b>	<b>Project Simulation</b>	Work on a simulated project in teams, applying all learned skills. Project presentations and demos.
<b>Final Week</b>	<b>Assessments &amp; Graduation</b>	Final comprehensive assessment, viva/interview simulation, ILP graduation ceremony.

## CHAPTER 7: TRAINING MODULES & TECHNOLOGIES

### 7.1 Technology Streams in ILP

TCS allocates freshers to different technology streams based on academic background, campus placement category, and business demand. Here are the primary streams:

Stream	Key Technologies Covered
<b>Java Full Stack</b>	Core Java, Advanced Java, Spring Boot, Hibernate, REST APIs, Angular/React, SQL
<b>.NET Full Stack</b>	C#, ASP.NET Core, MVC, Entity Framework, Azure basics, SQL Server
<b>Python &amp; Data Science</b>	Python programming, Pandas, NumPy, Machine Learning basics, SQL, Tableau
<b>SAP</b>	SAP ABAP, SAP FICO, SAP MM, SAP SD – domain-specific modules
<b>Testing/QA</b>	Manual testing, Selenium, JUnit, API testing, test case design
<b>Cloud &amp; DevOps</b>	AWS/Azure/GCP fundamentals, Docker, Kubernetes, CI/CD pipelines
<b>Database Administration</b>	Oracle DBA, MySQL, DB2, performance tuning, backup & recovery
<b>Business Analysis</b>	Requirements gathering, process modeling, Agile, JIRA, documentation

### 7.2 Soft Skills & Professional Development Training

Technical skills alone are not enough for a successful career at TCS. The ILP includes significant focus on soft skills development:

- Business Communication – Email writing, report writing, presentation skills
- Effective speaking and listening in professional settings
- Group Discussions (GD) and Interview skills
- Team collaboration and conflict resolution
- Time management and prioritization
- Customer interaction and stakeholder management basics
- Cultural sensitivity and cross-cultural communication
- Ethics and professional conduct at the workplace

### 7.3 Domain Knowledge Training

TCS serves clients across multiple industries. Depending on your project allocation, you may receive domain-specific training in one of the following:

- Banking, Financial Services & Insurance (BFSI)
- Healthcare & Life Sciences
- Retail & Consumer Business
- Manufacturing & Industrial
- Telecommunications & Media

- Energy & Utilities
- Government & Public Sector
- Travel, Transportation & Hospitality

## CHAPTER 8: ASSESSMENT & CERTIFICATION

### 8.1 ILP Assessment Structure

Assessments during ILP are designed to test both theoretical understanding and practical application of skills learned. Performance in these assessments is tracked and influences your final ILP grade and project allocation.

Assessment Type	Description	Status
Daily Assessments	Short quizzes at the end of each day's training. Attendance and participation are tracked.	Mandatory
Weekly Tests	Module-wise tests covering the week's topics. Mix of MCQs and coding problems.	Mandatory
Mid-ILP Assessment	Comprehensive test at the midpoint covering all topics covered so far.	Mandatory
Hands-on Labs	Practical coding assignments submitted through the online assessment portal.	Mandatory
Project Presentation	Team project demo and Q&A before a panel of trainers and senior TCSers.	Mandatory
Final Assessment	End-to-end assessment covering all ILP topics. This is the most important evaluation.	Mandatory
Soft Skills Assessment	Group discussion, presentation, and interview simulation.	Mandatory

### 8.2 TCS Certification Programs

TCS has a strong certification culture. Certifications demonstrate your expertise and can significantly boost your career trajectory, compensation, and project opportunities. Key certifications include:

#### TCS Internal Certifications

- TCS Ninja Certified – Base level certification for all ILP graduates
- TCS Digital – Certification for advanced technology skills
- TCS Interact – Focus on customer-facing and communication skills
- Domain-specific certifications (BFSI, Healthcare, etc.)

#### External/Vendor Certifications (TCS Sponsored)

- AWS Certified Solutions Architect / Developer / SysOps
- Microsoft Azure Fundamentals, Associate, Expert
- Google Cloud Professional Certifications
- Oracle Certified Professional (Java, DB)
- Salesforce Certified Administrator / Developer
- ISTQB – Software Testing Certification
- PMP (Project Management Professional)
- SAFe Agile certification

### 8.3 Failing an Assessment – What Happens?

If you fail an assessment during ILP, you will typically be given one or two retest opportunities. Continued failures may result in extension of ILP training duration or, in extreme cases, termination of employment. The key is to take every assessment seriously, seek help from trainers early, and not wait until the last minute to learn concepts.

## CHAPTER 9: SALARY, CTC & BENEFITS

### 9.1 Understanding Your TCS Offer – CTC Breakdown

TCS offers freshers from engineering colleges (BE/BTech/MCA/MSc) two primary hiring categories with different CTC structures. Understanding the difference between CTC (Cost to Company) and take-home salary is essential.

### 9.2 Fresher Salary Categories

Category	Annual CTC	Who is Eligible
TCS Ninja	Rs. 3.36 LPA (approx.)	NQT cleared; mass recruitment from Tier-2/3 colleges
TCS Digital	Rs. 7 LPA (approx.)	Higher NQT score; specific academic criteria
TCS Smart Hiring	Rs. 4.5 LPA (approx.)	Diploma/BSc holders with specific skillsets
TCS Prime / Highest Package	Rs. 11 LPA+	Top performers; premier institutes; special skills

### 9.3 Sample CTC Breakup (TCS Ninja – Rs. 3.36 LPA)

*Note: The following is an approximate breakup. Exact figures depend on your location, tax slab, and optional benefit choices. These are approximate monthly figures based on annual CTC.*

Component	Monthly (Approx.)	Annual (Approx.)
Basic Salary	Rs. 14,000	Rs. 1,68,000
HRA (House Rent Allowance)	Rs. 7,000	Rs. 84,000
Special Allowance	Rs. 5,600	Rs. 67,200
Variable Pay / Performance Bonus	Rs. 2,800	Rs. 33,600
Provident Fund (Employer)	Rs. 1,680	Rs. 20,160
Gratuity (Employer)	Rs. 806	Rs. 9,672
Medical Insurance Premium	Rs. 1,200	Rs. 14,400
National Pension System (NPS)	Rs. 400	Rs. 4,800
<b>TOTAL CTC</b>	<b>Rs. 28,000</b>	<b>Rs. 3,36,000</b>

### 9.4 Take-Home Salary (In-Hand Salary)

Your take-home salary will be lower than CTC after deductions. For TCS Ninja (Rs. 3.36 LPA), the approximate monthly in-hand salary ranges from Rs. 22,000 to Rs. 24,000 depending on tax deductions and PF contributions. Key deductions include:

- Provident Fund (Employee's share): 12% of basic salary
- Professional Tax: Rs. 200/month (varies by state)

- Income Tax (TDS): Based on annual income and tax-saving declarations (Form 12BB)
- ESI (Employee State Insurance): Applicable only if salary < Rs. 21,000/month basic

## 9.5 Employee Benefits

**Health Insurance:** Group mediclaim policy covering employee + family (parents, spouse, children). Coverage up to Rs. 3-5 lakhs. Cashless hospitalization at network hospitals.

**Life Insurance:** Group term life insurance coverage.

**Provident Fund (PF):** 12% of basic contributed by employee + 12% by employer. Managed through EPFO.

**Gratuity:** Payable after 5 years of continuous service. Formula:  $(15 \times \text{last salary} \times \text{years}) / 26$ .

**National Pension System (NPS):** Optional retirement savings scheme with tax benefits under 80CCD.

**Paid Leave:** 18 days earned leave + 12 days sick leave + 12 days casual leave per year (approx.).

**Festival Holidays:** 11-14 public/national holidays per year depending on location.

**Maternity/Paternity Leave:** 26 weeks maternity leave; paternity leave as per company policy.

**Employee Referral Bonus:** Earn bonus by referring candidates who get hired (post confirmation).

**Sabbatical:** Unpaid leave of 3-12 months for personal development (post 3 years of service).

**TCS Gym & Facilities:** On-campus gym, sports facilities, cafeteria, and recreation areas.

**Learning & Development Allowance:** Budget for external certifications sponsored by TCS.

## CHAPTER 10: TCS POLICIES & CODE OF CONDUCT

### 10.1 Code of Conduct

Every TCS employee is expected to adhere to the highest standards of professional ethics and conduct. The TCS Code of Conduct governs behavior inside and outside the workplace. Violations can lead to disciplinary action including termination.

- Maintain confidentiality of client data, project information, and TCS intellectual property at all times.
- Never share your login credentials, access cards, or security badges with anyone.
- Declare all conflicts of interest – personal relationships with clients, vendors, or competitors.
- Do not accept gifts worth more than Rs. 1,000 from clients or vendors without prior approval.
- Use TCS-provided assets (laptop, phone, internet) only for official purposes.
- Maintain respectful and professional communication with all colleagues, clients, and stakeholders.
- Report any unethical behavior, corruption, or policy violation through the TCS Ethics Helpline.
- Do not engage in insider trading using client-related information.
- Comply with all applicable laws and regulations in every country you work in.
- Moonlighting (working for another company simultaneously) is strictly prohibited.

### 10.2 Leave Policy

Leave Type	Days Per Year	Key Rules
Earned Leave (EL)	18 days	Can be accumulated up to 90 days; can be encashed
Sick Leave (SL)	12 days	Requires medical certificate for > 3 consecutive days
Casual Leave (CL)	12 days	Cannot be accumulated; lapses at year end
Maternity Leave	26 weeks	As per Maternity Benefit Act
Paternity Leave	5 days	Within 6 months of child's birth
Marriage Leave	3 days	Once in career; with prior notice
Bereavement Leave	3 days	On death of immediate family member
Loss of Pay (LOP)	As needed	Deducted from salary; manager approval needed
Sabbatical	90-365 days	After 3 years; unpaid; prior approval required

### 10.3 Attendance & Timekeeping

- Swipe in and out using your TCS ID card at all times for attendance tracking.
- Standard working hours: 9 hours per day including 1 hour lunch break (8 hours productive work).
- Flexi-timing may be available in some accounts – check with your manager.
- Continuous absence without information (AWOL) for 8 days leads to automatic termination of employment.

- Late arrivals and early departures are tracked and can affect appraisal ratings.
- Overtime is generally not compensated monetarily for IT professionals; compensatory off may be provided.

## CHAPTER 11: INTERNAL TOOLS & SYSTEMS

### 11.1 Key Internal Portals & Tools

<b>Ultimatix</b>	TCS's enterprise employee portal. One-stop destination for HR services, payslips, leave application, timesheets, claims, performance appraisal, and more.	ultimatix.net
<b>iEvolve</b>	Learning Management System for all training, courses, and certifications throughout your TCS career.	ievolve.tcs.com
<b>TCS Mail</b>	Corporate email powered by Microsoft Outlook/Exchange. Format: firstname.lastname@tcs.com	mail.tcs.com
<b>Knome</b>	TCS's internal social collaboration platform – like LinkedIn within TCS. Share ideas, join communities, and network with colleagues globally.	Internal only
<b>TCS Mobileapp</b>	Mobile app for leave applications, payslip access, and quick HR transactions.	iOS & Android
<b>BaNCS</b>	TCS's flagship banking product platform (relevant for BFSI project employees).	Project-specific
<b>TCS GEMS</b>	Global Employee Management System for onboarding, performance, and compensation.	Internal HR tool
<b>IT Service Desk</b>	Raise IT helpdesk tickets for laptop issues, software access, VPN problems, etc.	Internal portal
<b>Timesheet System (Wrench)</b>	Log your daily work hours against project codes. Mandatory submission every week.	Internal
<b>MyTCS App</b>	Mobile application for accessing TCS services on the go.	iOS & Android

### 11.2 How to Submit Timesheets

Timesheet submission is one of the most important administrative responsibilities for a TCS employee. Timesheets must be submitted weekly and capture the hours you worked against specific project codes (WBS codes).

1. Log into Ultimatix and navigate to the Timesheet module.
2. Select the correct week (Monday to Sunday).
3. Enter hours worked each day against the WBS/project code provided by your manager.

4. Add relevant task descriptions or comments if required.
5. Save the timesheet as a draft first; review before final submission.
6. Submit the timesheet by the weekly deadline (usually Friday evening or Monday morning).
7. Your manager will approve or reject the timesheet. Rejected timesheets must be corrected and resubmitted promptly.
8. Incomplete or late timesheets can affect salary processing and appraisal.

## CHAPTER 12: CAREER GROWTH & DESIGNATIONS

### 12.1 TCS Career Levels & Designations

TCS has a clearly defined career ladder with multiple levels. Understanding this structure helps you plan your career trajectory and set realistic goals.

Level	Designation	Typical Experience	Key Focus
C1 / C2	Systems Engineer (SE) Sr. Systems Engineer (SSE)	0-3 years 3-5 years	Hands-on technical delivery; Learning & skill building
C3	IT Analyst	5-7 years	Technical analysis, design, small team lead roles
C4	Assistant Systems Analyst (ASA) Systems Analyst (SA)	7-9 years 9-12 years	Project management support; stakeholder interaction
C5	IT Consultant	12-15 years	Client engagement; solution architecture; advisory
C6	Assistant Consultant	15-18 years	Business development; large program management
C7	Consultant	18-20+ years	Practice leadership; strategic accounts
Above C7	Principal Consultant, VP, SVP	20+ years	Executive leadership and organizational strategy

### 12.2 Performance Appraisal System

TCS follows a structured annual appraisal cycle. Your performance is evaluated on multiple parameters and results in a rating that directly impacts your salary increment and promotion eligibility.

**Appraisal Cycle:** April 1 to March 31 (annual). Mid-year review may also happen in October.

**Rating Scale:** Performance is typically rated on a 5-point scale: Outstanding (5) > Excellent (4) > Good (3) > Acceptable (2) > Unsatisfactory (1).

**iAchieve:** TCS's goal-setting and performance management tool in Ultimatix. Set SMART goals at the beginning of each appraisal cycle and track them through the year.

**360-Degree Feedback:** Feedback from peers, subordinates, and managers is collected to provide a holistic view of performance.

**Increment:** Salary revision happens annually based on appraisal rating, band, and market benchmarks.

**Promotion:** Promotion to the next band requires sustained high performance and recommendation by reporting manager.

### 12.3 Project Allocation Process

After successful ILP completion, you will be allocated to a project. The allocation depends on your ILP performance, technology skills, business demand, and your location preferences (where possible). Here is how the process works:

- ILP completion and final assessment scores are submitted to the Talent Supply Chain (TSC) team.

- Your profile is matched against open requirements across TCS delivery units.
- You may be asked for a technical interview by the receiving project team (GDA – Generic Demand Assessment).
- Allocation is typically communicated within 2-4 weeks of ILP completion.
- First allocation is non-negotiable in most cases – demonstrate your best in every available opportunity.
- If you have a preferred technology or domain, express it during ILP through your trainer/mentor.
- Some accounts have direct walk-in interviews for freshers – be prepared at all times.

## CHAPTER 13: WORK CULTURE & ENVIRONMENT

### 13.1 TCS Work Culture

TCS has a diverse, inclusive, and professional work culture that spans across more than 55 countries. As one of the world's largest employers, TCS invests significantly in creating a positive work environment for its employees.

**Collaborative Environment:** TCS encourages teamwork over individual glory. Projects are executed in teams and collaborative problem-solving is valued.

**Meritocracy:** Growth at TCS is primarily merit-based. Performance, certifications, and contribution to projects are key factors for advancement.

**Diversity & Inclusion (D&I):** TCS has strong D&I initiatives including women empowerment programs (WINIT), differently-abled employee support, and LGBTQ+ inclusive policies.

**Employee Engagement:** Regular town halls, team outings, cultural events (festivals, sports tournaments), and recognition programs keep employees engaged.

**Learning Culture:** Continuous learning is deeply embedded in TCS's DNA. Employees are encouraged and expected to upskill regularly.

**Flat Communication:** While there is a hierarchy, communication is generally open. You can reach out to senior leaders through designated channels.

**Zero Tolerance for Harassment:** TCS has a strict POSH (Prevention of Sexual Harassment) policy with ICC (Internal Complaints Committee) at all locations.

### 13.2 Employee Recognition Programs

- ★ GEMS (Going Extra Mile for Stakeholders) – Peer recognition program
- ★ Star of the Month / Quarter – Project-level recognition
- ★ CEO Award – TCS's highest individual recognition
- ★ Contextual Masters Awards – For outstanding contributions to specific domains
- ★ TATA Innovista – Innovation competition open to all TCSers
- ★ On-the-Spot Awards – Instant recognition by managers for exceptional work
- ★ Service Anniversary Awards – Recognizing long-serving employees

### 13.3 Employee Communities & Networks

TCS has a rich ecosystem of internal communities that employees can join to network, learn, and contribute beyond their project scope:

- Maitree – TCS's CSR arm; employee volunteering and social initiatives
- WINIT – Women in IT network; mentoring, events, and leadership development for women
- TCS Sports – Multiple sports teams across campuses; participate in inter-company tournaments

- TCS Music, Art & Cultural Clubs – Express your creative side
- Technical Communities – Join internal communities for AI, Cloud, Blockchain, DevOps, etc.
- Toastmasters Chapter – Improve public speaking and leadership skills
- Mentorship Programs – Formal programs connecting freshers with experienced TCSers

## CHAPTER 14: REMOTE WORK & WFH POLICY

### 14.1 WFH Policy Overview

TCS's work-from-home (WFH) and hybrid work model evolved significantly post-COVID-19. The company has adopted a balanced approach that combines in-office work with the flexibility of remote work, depending on project requirements and client preferences.

#### Current WFH Policy (2024):

- TCS has moved to a 'Workplace Experience' model with most employees expected to come to office at least 3 days a week (as per latest policies; subject to change).
- The specific WFH/WFO ratio depends on your project account, client requirements, and manager's discretion.
- During ILP training, all freshers must be physically present at the training center. WFH is NOT allowed during ILP.
- Client-facing projects often require full-time office presence or specific on-site availability.
- International projects and some premium accounts may have stricter on-site requirements.
- Hybrid policies are communicated by your Delivery Manager (DM) / Account Manager (AM) upon project allocation.
- Ad-hoc WFH requests should be raised in advance and approved by your reporting manager.

### 14.2 WFH Infrastructure Requirements

When working from home, you are responsible for maintaining a productive work environment. TCS may provide some infrastructure support:

**TCS Laptop:** Provided by TCS. Must not be used for personal purposes or shared with family members.

**VPN Access:** Mandatory for accessing TCS internal systems when working remotely. Use Cisco AnyConnect or designated VPN.

**Internet Connection:** You are responsible for ensuring reliable, high-speed internet (minimum 20 Mbps recommended for video calls).

**Internet Allowance:** TCS may provide an internet reimbursement allowance – check with HR for current policy.

**Security Compliance:** Keep your TCS laptop updated, don't install unauthorized software, and follow data security protocols.

**Headset/Camera:** For video calls and meetings; TCS may provide these or reimburse purchase.

### 14.3 International Assignments & Onsite Opportunities

One of the most exciting prospects at TCS is the opportunity to work onsite at client locations internationally. TCS has projects across the US, UK, Europe, Australia, Japan, Middle East, and other regions.

- Freshers typically become eligible for onsite opportunities after 1-2 years of experience and successful ILP completion.
- Onsite opportunities are allocated based on project requirements, client preferences, and employee performance.
- You will need a valid passport – apply for it as early as possible even before joining.
- US projects require an H-1B or L-1 visa (takes time). European projects may require work visas specific to each country.
- Onsite positions come with significantly higher compensation (onsite allowances + base salary).
- TCS provides cultural training and pre-departure orientation for employees going onsite.
- Maintain a good performance record and build relevant technical skills to improve your chances.

## CHAPTER 15: COMMON FAQS BY FRESHERS

### 15.1 Pre-Joining FAQs

#### **Q: How long after receiving the offer letter will I get a joining date?**

A: Joining dates typically range from 2 weeks to 6 months after the offer letter date, depending on business demand and batch availability. The date will be communicated through iBegin and email. There is no fixed timeline.

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#### **Q: Can I negotiate my joining date?**

A: Limited flexibility may be allowed for genuine reasons (examinations, medical issues). Send a formal request to the TCS HR email mentioned in your offer letter with supporting documentation. Approval is at HR's discretion.

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#### **Q: What if I want to change my preferred joining location?**

A: Location changes are generally not entertained for freshers at the offer letter stage. However, you can submit a request explaining your reason. Approval is not guaranteed and depends on seat availability.

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#### **Q: Is there a bond/service agreement?**

A: TCS typically requires freshers to sign a service agreement committing to stay for a minimum period (usually 1 or 2 years) after completing ILP training. If you leave before this period, a penalty (as specified in the agreement) may be deducted from your salary or claimed from you.

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#### **Q: What happens if I fail BGV?**

A: If a genuine discrepancy is found (e.g., typo in name), TCS usually gives you a chance to clarify. If fraudulent documents are found, the offer will be revoked and your details may be shared with other companies. Be 100% honest in all submissions.

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#### **Q: Can I join TCS with an existing gap in education or employment?**

A: Yes. TCS accepts candidates with gaps provided you can explain them satisfactorily. You will need to submit a gap certificate/affidavit for gaps greater than 1 year. Be prepared to explain gaps during HR discussions.

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#### **Q: I received the offer but haven't heard anything in 3 months. What do I do?**

A: First check your iBegin portal for updates. If no information is available, contact the TCS HR helpdesk through the contact details in your offer letter. Avoid mass emails or repeated calls as they can backfire.

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#### **Q: Will TCS revoke the offer?**

A: Offer revocations are rare but do happen due to business slowdown, failed BGV, failed medical examination, or policy violations. Keep all your information accurate and maintain communication with TCS HR.

## 15.2 ILP & Training FAQs

### Q: Is ILP residential or non-residential?

A: It depends on your training location. Some locations like Thiruvananthapuram (TVM) offer on-campus residential accommodation. Others may be non-residential where you arrange your own stay. This is specified in your joining communication.

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### Q: What if I fail in ILP assessments?

A: You typically get one or two retakes. If you continue to fail, your ILP may be extended. Consistent failure across multiple assessments can lead to termination of employment. Take every assessment seriously from day one.

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### Q: Can I choose my technology track during ILP?

A: Preferences are collected but final allocation is based on business demand and your academic background. Expressing a preference with valid reasoning (e.g., previous project experience, relevant coursework) can help.

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### Q: Are weekends free during ILP?

A: Generally yes, but there may be occasional sessions, self-study assignments, or assessments on weekends. Be prepared for this. The overall workload during ILP is significant.

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### Q: What should I study before joining to prepare for ILP?

A: Strengthen your programming fundamentals (any OOP language), SQL basics, data structures, and logic building. Brush up on UNIX commands, networking basics, and SDLC concepts. Practice coding problems on platforms like HackerRank or LeetCode.

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### Q: Is accommodation provided during ILP?

A: For residential centers (like TVM), accommodation is provided on campus. For non-residential centers, TCS may provide a temporary stay allowance. Check your specific joining communication for details.

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### Q: What is a buddy/mentor in ILP?

A: TCS assigns senior TCSers as buddies or mentors to freshers during ILP. They help you navigate the initial challenges, answer questions, and provide career guidance. Make the most of this relationship.

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## 15.3 Salary & Compensation FAQs

### Q: When will I receive my first salary?

A: Your first salary is typically credited in the last week of the month you join. If you join in the middle of a month, your first payslip may be a partial month's salary. Full salary credit starts from the following month.

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### **Q: How do I access my payslip?**

A: Log into Ultimatix > Navigate to the Payroll section > Download your monthly payslip as PDF. Payslips are available by the 5th of each month for the previous month's salary.

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### **Q: What is variable pay and when is it credited?**

A: Variable pay (performance bonus) is typically paid once or twice a year – usually in April-May (post appraisal) and sometimes an advance in October. The amount depends on your appraisal rating and the company's financial performance.

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### **Q: Can I take an advance salary?**

A: TCS offers emergency salary advance in genuine cases of financial hardship. Check Ultimatix for the salary advance request option or contact HR. This is typically repaid in EMIs deducted from future salaries.

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### **Q: How does income tax work?**

A: TCS deducts TDS (Tax Deducted at Source) from your salary based on your tax liability. At the start of the financial year (April), submit your investment declaration (Form 12BB) through Ultimatix to declare planned tax-saving investments. Submit actual proofs by December-January. This minimizes TDS deductions throughout the year.

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### **Q: Is there an increment every year?**

A: Yes, TCS conducts annual salary revisions based on the appraisal cycle (April-March). The increment percentage varies based on rating, band, and company performance.

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## **15.4 Project & Work FAQs**

### **Q: When will I be allocated to a project?**

A: Project allocation typically happens within 2-4 weeks of ILP completion. Some freshers may be placed in a 'Resource Pool' temporarily where you work on internal assignments while awaiting project allocation.

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### **Q: What is a Resource Pool (RP)?**

A: When you are not allocated to a project, you are in the Resource Pool. You continue to receive your full salary. Use this time productively – complete certifications, learn new technologies, and build your profile.

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### **Q: Can I request a specific project or technology?**

A: Yes, you can express preferences through your HR Business Partner or reporting manager. However, final allocation depends on business demand. Build skills in high-demand areas to improve your chances.

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### **Q: What should I do if I face issues with my project manager?**

A: First, try to resolve issues through open communication. If unsuccessful, raise concerns with your HR Business Partner (HRBP) or use the internal grievance mechanism on Ultimatix. TCS has a formal escalation process for such situations.

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**Q: Is job rotation / account transfer possible?**

A: Yes, internal job transfers (IJP – Internal Job Posting) are possible after certain years of experience. TCS encourages employees to explore different domains and technologies within the organization.

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**Q: What happens to my salary during ILP (training period)?**

A: Your full stipulated salary as per the offer letter is paid during ILP training. There is no difference in compensation during the training period.

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## CHAPTER 16: TIPS FOR SUCCESS AT TCS

### 16.1 Tips for Excelling During ILP

**Be Consistent, Not Cramming:** ILP covers a lot of material. Study consistently every day rather than cramming before assessments. Spend at least 2-3 hours of self-study each evening.

**Ask Questions:** Trainers at TCS are experienced professionals. Never hesitate to ask questions in class. Active participation is noted and appreciated.

**Build Practical Skills:** Don't just watch demos – practice coding exercises yourself. Hands-on practice is essential to retain programming concepts.

**Network Actively:** Your ILP batchmates will become your professional network for years to come. Build genuine relationships, not just superficial acquaintances.

**Leverage the Buddy System:** Your ILP buddy has been where you are now. Use them for guidance on both technical and cultural aspects of TCS.

**Maintain Good Attendance:** Attendance is tracked during ILP. Missing sessions can affect your overall assessment and leave a negative first impression.

**Complete Pre-Joining Courses:** If you have been given access to iEvolve before joining, complete as many assigned courses as possible. It demonstrates initiative.

**Focus on Soft Skills Too:** Communication, presentation, and teamwork skills are evaluated alongside technical skills. Both are important for your first rating.

### 16.2 Tips for the First Year at TCS

- Always meet your deadlines. If you cannot, communicate proactively and early with your manager.
- Document your work thoroughly. Good documentation is valued as much as technical execution.
- Build expertise in at least one technology – become the 'go-to person' for something specific.
- Get certified. TCS-sponsored certifications are free and add significant value to your profile.
- Maintain a professional email communication style at all times.
- Learn to work with global teams – time zone differences, cultural sensitivities, and asynchronous communication.
- Save your appraisal points – keep a record of all your achievements throughout the year, not just at appraisal time.
- Participate in hackathons, innovation challenges (Tata Innovista), and internal competitions.
- Keep your LinkedIn profile updated – even within a company, it reflects your professional brand.
- Avoid office politics and gossip. Focus on your work and build genuine professional relationships.
- Apply for the TCS PACE (Proactive Acceleration for Career Elevation) program if eligible.
- Volunteer for additional responsibilities beyond your immediate role – visibility leads to opportunities.

### 16.3 Financial Planning for Freshers

**Tax Planning (April onwards):** Submit Form 12BB with planned investments at the start of the fiscal year. Consider ELSS mutual funds, PPF, NPS, and health insurance for 80C/80D deductions. Consult a CA or financial advisor.

**Emergency Fund:** Build an emergency fund of 3-6 months of expenses before investing aggressively. Keep it in a liquid savings account or liquid mutual fund.

**Start SIP Early:** Begin Systematic Investment Plans (SIP) in mutual funds from your first salary itself. Even Rs. 1,000-2,000/month in index funds can create significant wealth over your career.

**EPF – Don't Withdraw:** Do not withdraw your EPF (Provident Fund) when switching jobs – transfer it to your new employer's EPF account instead. Premature withdrawal attracts tax and penalties.

**Housing Rent & HRA:** If you are living in rented accommodation, provide rent receipts to TCS HR for HRA exemption in your tax calculations.

## CHAPTER 17: GLOSSARY OF TCS TERMS

### Common Abbreviations & Terms You Will Encounter at TCS

Term	Definition
<b>ABAP</b>	Advanced Business Application Programming – SAP's proprietary programming language.
<b>AM</b>	Account Manager – Senior person responsible for a client account.
<b>BGV</b>	Background Verification – Process to verify candidates' credentials.
<b>BU</b>	Business Unit – Organizational division based on industry vertical or geography.
<b>CSAT</b>	Customer Satisfaction – Metric measuring client satisfaction scores.
<b>CTC</b>	Cost to Company – Total compensation package including all benefits and employer contributions.
<b>DM</b>	Delivery Manager – Leader responsible for successful project delivery.
<b>E-Number</b>	Employee Number – Your unique 8-digit employee identifier at TCS (e.g., E12345678).
<b>GDA</b>	Generic Demand Assessment – Interview conducted by a project team to assess a candidate for allocation.
<b>HR BP</b>	Human Resources Business Partner – Your designated HR contact for day-to-day HR needs.
<b>iAchieve</b>	TCS's performance management and goal-setting tool within Ultimatix.
<b>iBegin</b>	Pre-joining portal for new TCS hires to complete joining formalities.
<b>iEvolve</b>	TCS's Learning Management System for all training and certifications.
<b>ILP</b>	Initial Learning Program – Mandatory 90-120 day training for all freshers.
<b>IJP</b>	Internal Job Posting – Internal job opportunities for current TCS employees.
<b>JIRA</b>	Project tracking tool widely used in Agile projects.
<b>KT</b>	Knowledge Transfer – Handing over project knowledge to a new team member.
<b>L&amp;D;</b>	Learning & Development – Team responsible for employee training programs.
<b>LOP</b>	Loss of Pay – Unpaid leave when paid leave balance is exhausted.
<b>LMS</b>	Learning Management System – Platform for accessing and completing online courses.
<b>Maitree</b>	TCS's CSR initiative; employee volunteering and social contribution programs.
<b>NPS</b>	National Pension System – Government pension scheme; TCS contributes on behalf of employees.
<b>NQT</b>	National Qualifier Test – TCS's campus recruitment test for freshers.

<b>POSH</b>	Prevention of Sexual Harassment – Mandatory policy and training for all employees.
<b>PO</b>	Project Owner / Product Owner – Person responsible for the project/product backlog in Agile.
<b>RM</b>	Relationship Manager – Manages relationships with client stakeholders.
<b>RP</b>	Resource Pool – Group of employees not currently allocated to a project.
<b>SDLC</b>	Software Development Life Cycle – Process framework for software project planning and execution.
<b>SME</b>	Subject Matter Expert – Employee with deep expertise in a specific domain or technology.
<b>TDS</b>	Tax Deducted at Source – Tax withheld by TCS from your salary on behalf of the government.
<b>TL</b>	Team Lead – Junior manager responsible for a small team's daily activities.
<b>TVM</b>	Thiruvananthapuram – TCS's major training center location.
<b>Ultimatix</b>	TCS's primary employee self-service portal for HR, payroll, and administrative tasks.
<b>WBS</b>	Work Breakdown Structure – Project code used for logging work hours in timesheets.
<b>WFH</b>	Work From Home – Remote work arrangement.
<b>WFO</b>	Work From Office – On-site work arrangement.
<b>WINIT</b>	Women in IT – TCS's employee resource group for women's empowerment and networking.

*This handbook was prepared as a comprehensive RAG dataset for the TCS Fresher Onboarding Chatbot. Information is based on publicly available knowledge about TCS and general corporate practices. Always verify specific details with official TCS HR communications and the iBegin/Ultimatix portals. Policies and figures are subject to change as per TCS's discretion.*